

Sheriff's Office Intelligence Center

932.1 PURPOSE AND SCOPE

This policy establishes and defines the functions, responsibilities, and guidelines of the Cook County Sheriff's Office Intelligence Center (SOIC). The Sheriff's Office Intelligence Center will coordinate with all divisions and units of the Cook County Sheriff's Office (CCSO) to identify essential elements of information for specific units in order to ensure that quality, relevant intelligence is generated and distributed.

932.1.1 FORMS

Debriefing Form (FCN-115) (NOV 12)

Intelligence Bulletin (FCN-116) (NOV 12)

Intelligence Information Report (IIR) - (FCN-117) (NOV 12)

Intelligence Summary (FCN-118) (NOV 12)

Request for Information (RFI) - (FCN-119) (NOV 12)

932.1.2 AUTHORITY/REFERENCE

28 CFR Part 23

First, Fourth, and Sixth Amendments to the U.S. Constitution

USA PATRIOT Act (Public Law 107-56; 115 Stat. 272)

Any applicable new, amended or enacted law, rule or regulation

932.1.3 DEFINITIONS

Arrest debriefing - An attempt to ascertain information from an arrestee after the arrestee has been read his/her Miranda rights.

Common Intelligence Picture (CIP) - A single identical display of relevant intelligence information shared by more than one agency. A CIP facilitates collaborative planning and assists relevant units and agencies in achieving situational awareness.

Intelligence Brief - A presentation of intelligence on targeted or potential crime and/or crime rates.

Intelligence Bulletin - An intelligence report containing time sensitive, officer safety or public safety information.

Intelligence Summary - A summary of all significant intelligence produced within a certain period.

Seizure - A forcible taking of property by a law enforcement official from a person who is suspected of violating or is known to have violated the law.

Target Intelligence Packet - A finished intelligence product that identifies a criminal threat posed by an individual or group. The identities and background of individuals involved in the threat will be

Cook County Sheriff's Police Department

Law Enforcement Services Manual

Sheriff's Office Intelligence Center

provided, as well as a hierarchy of any organized group. Lines of operation among any individuals or groups will be identified along with the centers of gravity of such entities.

28 CFR Part 23 - A federal guideline for law enforcement agencies that operate federally funded multijurisdictional criminal intelligence systems. It also provides guidance for law enforcement agencies on how to operate criminal intelligence information systems effectively while protecting individual privacy and constitutional rights during the collection, storage and dissemination of criminal intelligence information.

932.2 POLICY

The CCSO engages in intelligence-led policing in order to decrease crime throughout Cook County. SOIC's focus is on four main areas to achieve that objective: intelligence, crime mapping, asset forfeiture, and inter-agency relationships.

932.2.1 MISSION STATEMENT

By adhering to proper intelligence protocols, SOIC provides support to CCSO operational units and other law enforcement agencies. SOIC's two primary purposes for producing law enforcement intelligence are:

- (a) Planning and resource allocation; and
- (b) Crime prevention.

At the strategic level, law enforcement intelligence can provide decision makers with a basis for future deployment options. Using centralized data to create analytical assessments and projections, Sheriff's Office senior leadership can proactively plan and allocate resources accordingly. Where crime prevention is concerned, good operational, tactical, timely and actionable intelligence will address current threats, problems, and issues as well as support current investigations.

932.3 ORGANIZATION

SOIC's organization is:

- (a) The SOIC Director.
- (b) Assistant Director of Privacy (ensuring compliance with 28 CFR Part 23 and similar laws).
- (c) Supervisors (merit rank of sergeant or above).
- (d) Investigators (may include police officers, detectives, other CCSO sworn members, or outside agency details via agreements).
- (e) Civilians (including GIS analysts and crime analysts).

932.4 STAFF DUTIES

Because SOIC investigators and analysts evaluate information for intelligence potential, they are subject to continual training in the gathering, analysis, and dissemination of intelligence.

Sheriff's Office Intelligence Center

SOIC investigators and analysts screen incoming information to determine whether it can be acted upon immediately or if further collection and analysis is required.

The civilian analysts coordinate with investigators and other analysts to develop an integrated perspective of the information received and the intelligence produced.

Analytical assessments derived from collaborations among the investigators, detectives and analysts identifies any information significance.

Intelligence products based on the criminal threats identified through analysis allows managers of operational units to focus efforts on the most significant criminal activity in their respective areas of responsibility.

932.5 RESPONSIBILITIES

SOIC is responsible for collecting, analyzing, and disseminating intelligence to support law enforcement activities. Responsibly safeguarding any person's civil rights is accomplished by adhering to SOIC's privacy policy, which both respects and protects those rights.

SOIC focuses on a comprehensive synthesis of data from the Sheriff's Office and external sources for the purposes of investigation of crime, combating gang and narcotics activity, and the elimination of chronic crime throughout Cook County.

SOIC continually undertakes expanded and detailed intelligence gathering, geographical information systems analysis, and asset forfeiture activity. SOIC fosters inter-agency relationships. These responsibilities enhance the accuracy and efficiency of information gathering, analysis, and dissemination in the form of a finished intelligence product.

SOIC is also responsible for the Sheriff's Office criminal activity mapping efforts. Civilian geographic information system (GIS) analysts who specialize in law enforcement GIS applications produce maps which project disparate law enforcement data visually. These maps allow law enforcement professionals an additional perspective when evaluating and planning operations.

932.6 OPERATIONS

932.6.1 INTELLIGENCE

Transmission of information to SOIC is by email (ccso.intel@cookcountyil.gov) or fax (773-674-4797).

SOIC functions and products are as follows:

(a) Intelligence watch:

1. A member of the Intelligence Section will be responsible for monitoring all information, reports and intelligence products that come into SOIC.
2. The information will be screened by the intelligence watch officer (the officer on-call during off hours) and forwarded to the proper investigator/analyst for follow-up.

Cook County Sheriff's Police Department

Law Enforcement Services Manual

Sheriff's Office Intelligence Center

3. Any items which require immediate attention or are terrorism-related will be brought to the attention of the SOIC Director of the Sheriff's Office Intelligence Center as soon as practicable upon receipt.
 4. Any terrorism-related information will be forwarded to the FBI's Joint Terrorism Task Force as soon as practicable.
- (b) Intelligence support for investigations:
1. SOIC will coordinate with the investigative units within the Sheriff's Office and outside agencies to provide intelligence support to ongoing investigations.
 2. Coordination between the center and investigative units enables those units to focus their efforts on the aspects of their investigations requiring work in the field.
- (c) Human Intelligence:
A core competency of the Intelligence Section is the collection of human intelligence (HUMINT). This is accomplished in three ways:
1. Arrest Debriefings:
 - (a) All persons arrested by the CCSO will be debriefed for intelligence potential. The arresting officer shall document the debriefing on a Debriefing Form and transmit the completed form within 24 hours of the debriefing to SOIC.
 - (b) Investigators and analysts will encourage officers from outside agencies to conduct arrest debriefings and forward completed arrest debriefing forms to SOIC in anticipation of obtaining finished intelligence products that are of interest to their agencies.
 2. Detainee Interviews:
 - (a) Detainees incarcerated at the Cook County Department of Corrections or held within the Cook County Court Services lock-ups will be screened for intelligence potential. Selected detainees will be interviewed by sworn members assigned to the Correctional Information and Investigations Division (CIID), whose investigators shall complete and transmit the Debriefing Forms to SOIC within 24 hours of the debriefing.
 - (b) A summation of the CIID interview will be transmitted to SOIC for further development.
 - (c) Investigators from SOIC will work with CIID to conduct follow-up interviews of detainees of interest.
 3. Offender Debriefing:
All persons who are in the custody of the Cook County Sheriff's Court Services Department for bond hearings, assigned to service hours through the Sheriff's Work Alternative Program (SWAP), or placed on Electronic Monitoring and/or Day Reporting, will be screened for intelligence potential through a brief computerized interview form which will be collected and transmitted to SOIC.
- (d) Street Sources of Information (SOIs):

Cook County Sheriff's Police Department

Law Enforcement Services Manual

Sheriff's Office Intelligence Center

1. SOIC provides standing intelligence requirements to Cook County Sheriff's police officers who maintain SOIs.
 2. CCSPD officers and detectives will address the intelligence requirements with their SOIs and document any information pertaining to the requirements, or any other information that might be of interest to SOIC, on an Intelligence Information Report. The report will be forwarded directly to the Intelligence Center.
 3. The Sheriff's Office Intelligence Center will provide any standing intelligence requirements or Request for Information (RFI) to all field units and outside agencies in the event that they may obtain some information of interest from their contacts with members of the public.
 4. Any HUMINT obtained by SOIC will be documented and identified as raw information. At any time, sensitive HUMINT may be promptly disseminated to sworn officers or civilian analysts, units, divisions or outside agencies with a need to know through intelligence bulletins.
 5. All HUMINT will be collated with other information and utilized in finished intelligence products.
- (e) Intelligence Bulletins:
1. Information regarding time sensitive, officer safety or public safety matters will be distributed as Intelligence Bulletins. SOIC will attempt to evaluate the information for authenticity before dissemination. However, in the event full authenticity is not possible, SOIC will not unreasonably delay dissemination in the interest of protecting the well-being of sworn officers, civilian personnel and members of the public. A caveat identifying the degree of authentication of the information will be included in any Intelligence Bulletin.
 2. In order to ensure proper protocol in the vetting and authentication of information is followed, SOIC will be the sole source of dissemination of Intelligence Bulletins.
- (f) Intelligence Summary:
1. Upon the request of sworn law enforcement officers, SOIC will produce an Intelligence Summary about specific areas, groups or topics within a certain period in order to support those officers' operations.
 2. This product will be developed using multiple sources and the information contained in the Intelligence Summary will be evaluated for veracity before it is included.
 3. Requesting officers must provide a criminal predicate to justify their requests unless the request is for general criminal information about an identified area is in the interests of officer safety.
- (g) Group Threat Assessments:
1. Intelligence officers and criminal analysts will produce threat assessments for criminal groups operating in Cook County such as gangs, burglary rings and financial crimes networks.

Cook County Sheriff's Police Department

Law Enforcement Services Manual

Sheriff's Office Intelligence Center

2. These threat assessments will include information about group membership, areas in which the groups operate and group criminal activities.
 3. These assessments will be generated on any group that SOIC has identified as having a high potential for criminal activity against the citizens of Cook County and their property, or for high risk to public safety.
 4. The Group Threat Assessments will be disseminated as widely as possible to provide situational awareness to law enforcement officers within the CCSO and other agencies.
- (h) Target Intelligence Packets:
1. SOIC will proactively seek actionable criminal intelligence concerning current threats. When intelligence of this nature becomes available, SOIC will build a Target Intelligence Packet to address the criminal enterprise of that threat.
 2. The Target Intelligence Packet will be an exhaustive, all-source intelligence product utilizing the complete capability of SOIC, with the goals of the arrest and prosecution of persons involved in the criminal activity, and seizure of real and personal property gained from that activity.
 3. The SOIC Director or the authorized designee will present the Target Intelligence Packet to the appropriate investigative unit.
- (i) Current Intelligence Brief:
1. SOIC will conduct a weekly Current Intelligence Briefing for the Sheriff or the authorized designee, and members of the command staff of CCSO operational units.
 2. This briefing will include statistics and maps illustrating crimes and crime rates in unincorporated Cook County, current gang activity and any major incidents.
 3. Members from all SOIC sections will deliver the briefing.
 4. SOIC will provide an assessment of current intelligence and identify any intelligence gaps concerning the current threats.

932.6.2 GEOGRAPHIC INFORMATION SYSTEM SECTION

The functions and products of the Geographical Information System (GIS) Section are as follows:

- (a) Crime Mapping/Public Safety:
1. GIS analysts generate cyclical maps to display current crime rates for various types of crime and public safety issues.
 2. These maps address standing requirements for the various CCSO operational units.
 3. SOIC analysts identify trends of concern and attempt to identify contributing factors to both increases and decreases in crimes in a given area.
 4. To the extent possible, the analysts provide predictive analysis concerning crime rates in order to assist operational commanders in determining future

Cook County Sheriff's Police Department

Law Enforcement Services Manual

Sheriff's Office Intelligence Center

deployment of forces and resources to further the Sheriff's Office policy of intelligence-led policing efforts.

(b) Gang territories:

1. GIS analysts build and maintain a map of current gang territories in suburban Cook County.
2. The information for this map is provided and verified by SOIC, and will be obtained from the CCSPD Gang Crimes Unit, gang crimes units from outside agencies, operational units within the Sheriff's Office and outside agencies.
3. The gang territory map will be provided to any law enforcement agency requesting the product.

(c) Beat maps:

1. Maps of CCSPD beats are maintained by the GIS analysts and provided directly to patrol division members and CCSPD command staff for further dissemination as they see fit.
2. Layers of significant public places, parolee information, electronic monitoring participants, sex offenders, and all other location information available to SOIC is stored/linked in the GIS database and available for mapping upon request.
3. A GIS analyst will also provide mapping of any geographic boundaries used by CCSO operational units.

(d) Aerial imagery:

1. GIS analysts also maintain aerial imagery of all land parcels in Cook County, and can provide the imagery as-is or with analytical explanation to CCSO units for situational awareness, strategic, or tactical planning.
2. GIS analysts are also responsible for obtaining ground imagery of Cook County Land parcels for law enforcement use.

932.7 INTER-AGENCY RELATIONSHIPS

SOIC recognizes the necessity for a strong information-sharing environment in order to achieve the goals that drive law enforcement intelligence.

A prime objective of SOIC is the open exchange of information between SOIC, CCSO units, and law enforcement agencies within and outside Cook County.

(a) Liaison Officers:

1. SOIC encourages CCSO units as well as outside agencies to identify a liaison officer who will participate in SOIC intelligence activities.
2. A liaison officer acts as the conduit between SOIC and his/her unit in order to ensure the smooth flow of information.
3. Liaison officers are uniquely positioned to address the needs of SOIC and their respective units.

(b) Criminal Intelligence Meetings:

Cook County Sheriff's Police Department

Law Enforcement Services Manual

Sheriff's Office Intelligence Center

1. SOIC members will attend criminal intelligence meetings held by outside agencies in order to obtain current intelligence.
2. By keeping abreast of current intelligence from the various agencies in Cook County and the surrounding area, SOIC will be able to develop and maintain a CIP that represents the most pertinent threats identified throughout the Sheriff's Office's area of operations.
3. SOIC will host a quarterly criminal intelligence meeting for all interested law enforcement agencies. The purpose of the meeting will be to share the CIP in order to provide situational awareness of threats within and outside various agencies' areas of responsibility.